



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel Development Student Assessment and Test Development 1870 Twin Towers East, Atlanta, GA. 30334	Application Number	89-046
Application Number		Date Received MAY 10 1989	Date Completed JUN 26 1989
2. Person to Contact Stan Bernknopf		Working Title Director	Telephone Number 656-2661
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1986 to Date		5. Records Series Title (followed by title used in office, if different) Teacher Assessment Test Development Files/ Test and Test Scoring Materials	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Student Assessment and Test Development Unit is responsible for administering a program of assessment involving all public schools and students in all grades K-12, except Grade 5. Their vital role of assessment for accountability in the educational process was recognized by the Georgia General Assembly in 1974 APEG legislation and 1985 QBE (Quality Basic Education) legislation. Student Assessment and Test Development staff are responsible for developing tests, analyzing and disseminating data and providing staff development to local school staff, and state staff. The Department of Education contracts with Georgia State University via the Georgia Assessment Project (GAP) to develop tests administered to Georgia's public school students in grades 1-12 in reading and mathematics. The Georgia Assessment Project develops criterion-referenced tests and individual tests for teacher certification. GAP also develops an item bank used for assessing the statewide curriculum. The Student Assessment and Test Development Unit also contracts with other institutions and private vendors to provide test development and test administration services.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: meeting contractual obligations by developing tests for Teacher Assessment in Georgia Included are: Sample Test Questions for 30 Teaching Fields, Survey of Teacher Classroom Skills, Objective Specification and Results, Job Analysis Results Forms, Answer Keys, Answer Sheets, Tests (by cycle, i.e. Deleted Items [to track test development], Revised Items, Field Tests, Operational Tests), Item Bank and other documents related to the development and administration of Teacher Certification Tests (TCT). Program information is also stored on Computer Disc Packs and Magnetic Computer Tapes. by Fiscal Year, thereunder by Testing Field (i.e. Early Childhood, Middle Childhood), thereunder by Test Cycle Date (i.e. Development/Field Test, Review Process/Final Operational Test Form) File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 30 ; Seven to twelve months old 30 ; Thirteen to twenty-four months old 20 ; twenty-five months and older 0 (06/14/89)			
9. Annual Rate of Accumulation of Records Letter-size drawers 2 ; Legal-size drawers ; Shelves ; Other (specify) TOTAL CURRENT ACCUMULATION: 26 Cubic Feet			

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Tests used for Teacher Certification/must be secured.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy. Tests in final operational form.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 N/A 6/14/89 years.	d. Audit period	4 years.
b. Statute of limitation	0 years.	e. Administrative need	15 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

United States District Court/Northern District of Georgia/Atlanta Division, Court Order C.A. No. C-86-2234A (for Administrative Need and Audit Need)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

1. Transfer one copy of each Operational Test Form to State Archives for permanent retention. All other Operational Test Forms will be purged from the files before other files are transferred to the Records Center. Purging to be completed by vendor (site where files originate).
2. Transfer remainder of files to State Records Center; hold for 13 years; then reappraise historical value. If appraisal is negative, then destroy. Appraisal will be conducted cooperatively by Department of Education and Department of Archives and History.
3. Magnetic Computer Tapes and Disc Packs:
Computer Records will be maintained in Current Files Area and Local Holding Area until no longer needed for reference; then destroy.

****NOTE:** These records are to be picked up at the site of creation. The records are produced by contractual agreement and are property of the Georgia Department of Education.

These instructions apply to all prior and future accumulations of the series.

*** SEE ATTACHMENT ***

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lilly E. Thomas</i>	5/4/89	<i>Yickie Oakes</i>	5/4/89
89-046		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	Date
		<i>W. H. Roper</i>	6/26/89
		Secretary of State/Designee	Date
		<i>Edward Wilton</i>	6/19/89
890510-03		GOVERNOR'S Attorney General/Designee	Date
		<i>W. H. Roper</i>	6/21/89

ATTACHMENT
Application for Records Retention Schedule
Georgia Department of Education
Teacher Assessment Test Development Files/Test and Test Scoring Materials

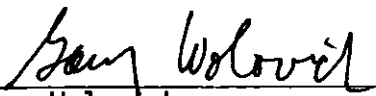
7. Included are: Proposed Test Questions in "draft" form which are reviewed by staff editors and consultants and are rejected as unusable test items for various reasons (worded unclearly, biased, etc.)

12. Disposition Instructions:

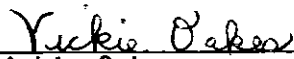
Due to the "security environment" in the test development and administration process, the "draft" forms of Proposed Test Questions and Working Papers are destroyed on a daily basis by the shredding process. An interoffice form, "Destruction of Documents Log" is used to monitor the "security handling" of the destruction of these papers.

LEGAL OPINION:

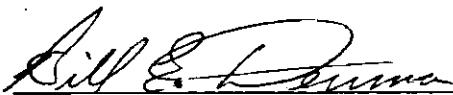
Proposed Test Questions which are reviewed at the very beginning of test formulation and are rejected as unusable test items are of no value to the actual testing process. They add nothing to the explanation of the testing process nor to the actual test development. Retention of these "draft" Proposed Test Questions would be unduly cumbersome. It is my opinion that these reference files do not need to be maintained and because of the confidential classification of the testing materials, they would not be open for public inspection according to the Georgia Open Records Law.


Gary Wolovick
Legal Assistant
Georgia Department of Education

5-23-89
Date


Vickie Oakes
Records Management Officer
Georgia Department of Education

5-23-89
Date


Bill E. Denman
Agency Head/Designee
Georgia Department of Education

5-30-89
Date